

PROGRAMS OF STUDY

Administrative Medical Assisting

Provides specific skills for entry level positions as an administrative assistant in a physician's office or a medical clinic.

A.A. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements	Units
MA 50 Introduction to Medical Assisting	3
MA 55 Medical Terminology and Anatomy	3
MA 56 Medical Terminology and Anatomy	3
MA 60 Medical Insurance	3
BUS 105 Bookkeeping Fundamentals	3
BUS 125 Business English	3
OIS 101* Beginning Keyboarding	0,3
OIS 102* Intermediate Keyboarding	0,3
OIS 115 Filing and Records Management	1
OIS 205 Office Procedures	3
OIS 231.1 Medical Machine Transcription I	1
OIS 231.2 Medical Machine Transcription II	1
CE 100** Cooperative Education	2
TOTAL UNITS	26 - 32

* May be exempt by typing proficiency exam.
 ** Cooperative Education must be related to this major.

Clinical Medical Assisting

Provides specific skills for entry level positions as a clinical assistant in a physician's office or a medical clinic.

A.A. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements	Units
MA 50 Introduction to Medical Assisting	3
MA 55 Medical Terminology and Anatomy	3
MA 56 Medical Terminology and Anatomy	3
MA 65 Clinical Assisting: Patient Care	5
MA 66 Clinical Assisting: Diagnostic Procedures	5
MA 70 Supervised Clinical Experience	3.5
ZOO 145 Introduction to Anatomy and Physiology	3
BUS 125 Business English	3
OIS 101* Beginning Keyboarding	0,3
TOTAL UNITS	28.5 - 31.5

* May be exempt by typing proficiency exam.

COURSE OFFERINGS

Courses numbered under 100 are not intended for transfer credit.

MA 50 Introduction to Medical Assisting (3)
 3 hours lecture
 History and development of the medical profession and its specialties. Roles and functions of the medical assistant and medical assisting organizations. Principles of interpersonal relationships, professional attitudes, medical ethics, and law. Reception and scheduling of patients.

MA 55 Medical Terminology and Anatomy (3)
 3 hours lecture
 Basic medical terms with emphasis on word analysis and construction. Overview of anatomy and the pathological, diagnostic, therapeutic, and surgical terms related to the body as a whole and the integumentary, digestive, urinary, musculoskeletal, and male reproductive systems.

MA 56 Medical Terminology and Anatomy (3)
 3 hours lecture
 Basic medical terms with emphasis on word analysis and construction. Overview of anatomy and the pathological, diagnostic, therapeutic and surgical terms related to the cardiovascular, respiratory, hematologic, endocrine, and female reproductive systems, and to oncology.

MA 60 Medical Insurance (3)
 3 hours lecture
 Recommended preparation: MA 55 or 56
 Provides entry-level skills training in medical insurance billing. Surveys private and government health and accident insurance plans and methods for preparing claim forms. Emphasis on compiling and extracting data for completion of forms.

MA 61 Medical Insurance Coding (3)
 2 hours lecture-3 hours laboratory
Prerequisite: Completion of, or concurrent enrollment in, MA 55 or 56
 Diagnosis and medical procedure coding utilizing International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM) and Current Procedural Terminology 4 (CPT-4) coding guidelines. Includes abstracting information from the medical record, utilizing computer coding techniques, and knowledge of strategies to promote accurate reimbursement of medical claims.

MA 65 Clinical Assisting: Patient Care (5)
 3 hours lecture-6 hours laboratory
 Preparation of patients and assisting physician with examinations, minor surgical procedures, and treatments. Recording medical histories and observations. Principles and methods of aseptic procedures, handling and care of instruments and supplies. Pharmacology with emphasis on preparation and administration of medication.

MA 66 Clinical Assisting: Diagnostic Procedures (5)
 3 hours lecture-6 hours laboratory
 Laboratory orientation and preparation of patients for diagnostic procedures. Specimen collection and handling. Basic urine and hematological tests. Emergency procedures.

MA 70 Supervised Clinical Experience (3.5)
 10½ hours laboratory
Prerequisite: A minimum grade of 'C' in MA 50, 55, 56, 65 and 66. Current CPR Basic 'C' Certificate. A Physical Examination and Physician's Report (free of infectious disease and physically and emotionally able to perform the duties of the MA 70 class). Proof of the following: Tuberculin Test (PPD), Tetanus/Diphtheria immunization, Rubella/Measles Vaccine, and Hepatitis B Vaccine (first in the series of 3 must be received a minimum of 10 days prior to day 1 of MA 70 class). Must be 18 years of age prior to day 1 of clinical experience.
 Supervised clinical (back office) experience in the physician's office, clinic, laboratory, or other appropriate health care facility. Students will assist the physician and medical staff to provide patient care, diagnostic procedures, and perform other duties delegated to the entry-level medical assistant with consideration of the ethical and legal implications. Clinical skills not prohibited by California regulations or the Clinical Laboratory Improvement Act of 1988 will be performed.

MA 97 Medical Assisting Topics (1.5-4)
 Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture, laboratory, or lecture/laboratory may be scheduled by the department. Refer to Class Schedule.
Note: May be taken 4 times
 Topics in Medical Assisting. See Class Schedule for specific topic offered. Course title will designate subject covered.

Microbiology (MICR)
 Contact the Life Sciences Department for further information, (760) 744-1150, ext. 2275

COURSE OFFERINGS**MICR 110 Microbiology and Foods (3)**

2 hours lecture-2 hours lecture/laboratory

Note: Cross listed as FCS 110**Transfer acceptability:** CSU

Introduction to the principles of microbiology with an emphasis on foodborne pathogens. Students will explore biological factors and controls relating to reproduction of microorganisms and the effects on public health. This course does not meet microbiology requirement for pre-health students.

MICR 197 Microbiology Topics (.5-4)

Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture, laboratory, or lecture/laboratory may be scheduled by the department. Refer to Class Schedule.

Note: May be taken 4 times**Transfer acceptability:** CSU

Topics in Microbiology. See Class Schedule for specific topic offered. Course title will designate subject covered.

MICR 200 Fundamentals of Microbiology (5)

3 hours lecture-6 hours laboratory

Prerequisite: BIOL 102; or BIOL 200 and CHEM 100; or BIOL 100 and CHEM 100; or BIOL 105 and CHEM 100; or BIOL 101/101L and CHEM 100**Transfer acceptability:** CSU; UC; CAN BIOL 14

Fundamentals of microbiology including medical aspects of microbiology.

Multicultural Studies (MCS)

See also **Africana Studies, American Indian Studies, American Studies, Chicano Studies, Judaic Studies**

Contact the Multicultural Studies Department for further information, (760) 744-1150, ext. 2206

COURSE OFFERINGS**MCS 100 Introduction to Multicultural Studies (3)**

3 hours lecture

Transfer acceptability: CSU; UC

Social, cultural and political awareness of diverse national and international systems of thought and multicultural groups as revealed through their social institutions and cultural traditions emanating from family, community and nation - state.

MCS 110 Diverse Cultures in America Today (3)

3 hours lecture

Note: Cross listed as AMS 110**Transfer acceptability:** CSU; UC

An investigation of prevalent cultural trends in four groups of diverse ethnic and cultural backgrounds in America -- African Americans, Latinos, Chinese, and people of Jewish heritage -- since World War II. Emphasis will be placed on the literary, musical, and artistic expressions of their heritage, social conditions, struggle to become part of the main culture, and response to prejudice, racial, and religious discrimination. Selections dealing with social conditions will include such diverse issues as family life, intergenerational conflicts, and religious traditions.

MCS 120 The Middle East: From Ancient Cultures to Modern Influences (3)

3 hours lecture

Transfer acceptability: CSU; UC

Explores the development of Middle Eastern cultures and traditions beginning with Mesopotamia and Egypt becoming the cradles of Western civilization to the present. Emphasis on the cultural milieu in which the three monotheistic religions, Judaism, Christianity and Islam, were born. The focus will be on cultural traditions as opposed to religious aspects. The influences of Greek, Roman, and Eastern civilizations in the region, including literary, philosophical, musical, and artistic creations by Middle Easterners in the past century. Discussions will also focus on the current cultural conflicts between religious traditions and cultural groups.

MCS 122 Survey of Middle Eastern History (3)

3 hours lecture

Transfer acceptability: CSU; UC

A survey of the history, cultures and religions of the Arab world including the emergence of Islam as a major world religion, and the impact of the Arab conquests on the Mediterranean world.

MCS 124 Islamic Cultures and Traditions (3)

3 hours lecture

Transfer acceptability: CSU; UC

An introductory course designed for students with a general interest in the Islamic world, including its history and cultural traditions. Examines the main social, traditional and legal institutions of Islam.

MCS 157 Theatre and Social Justice (3)

3 hours lecture

Note: Cross listed as TA 157**Transfer acceptability:** CSU

The study and practice of theatre as a vehicle for understanding global conditions of social injustice and working to create justice in local communities.

MCS 165 Introduction to Asian American Studies (3)

3 hours lecture

Transfer acceptability: CSU; UC

This course is an introduction to Asian American Studies. It focuses on the lives and experiences of Asian Americans in the United States. It surveys the history of immigration and cultural assimilation of the different Asian American groups in the U.S. As such, the course will utilize historical perspectives, literature, and film to examine the Asian American experience and the changing roles and contributions of Asian Americans in American society.

MCS 197 Multicultural Studies Topics (.5-4)

Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture, laboratory, or lecture/laboratory may be scheduled by the department. Refer to Class Schedule.

Note: May be taken 4 times**Transfer acceptability:** CSU; UC – Credit determined by UC upon review of course syllabus.

Topics in Multicultural Studies. See Class Schedule for specific topic offered. Course title will designate subject covered.

MCS 200 Race, Class, and Ethnic Groups in America (3)

3 hours lecture

Note: Cross listed as AMS 200/SOC 200**Transfer acceptability:** CSU; UC

This course is designed to introduce the topics of intergroup relations in general to superordinate-subordinate relations in particular; as exemplified in various racial, ethnic, social class, and cultural groups. Emphasis is primarily on contemporary relations in the United States, although a comparative perspective is also offered.

Music (MUS)

Contact the Performing Arts Department for further information, (760) 744-1150, ext. 2316. For transfer information, consult a Palomar College counselor.

Associate in Arts degree requirements, Certificate of Achievement requirements, and Certificate of Proficiency requirements are listed in Section 6 (green pages) of the catalog.

PROGRAMS OF STUDY**Digital Animation, Compositing, and Music**

This program is directed at the digital design and implementation of 3D animations, graphic compositing and music.